

## DocuSign Contract Processing Instructions

1. Executive Director/CEO/President will receive two separate emails from DocuSign.
2. Open the first email received.
3. Click the "Review Document" box in the body of the email.
4. This will open a browser window to initiate the signature process.
5. You will be prompted to consent to the "Electronic Records and Signatures" disclosure. After reading and agreeing to the disclosure, click box to accept the disclosure. And hit the "Continue" button at the top right of the page.
6. Review the document and compare it to your records. If you have questions on the contract document, then email [contracts@ddsn.sc.gov](mailto:contracts@ddsn.sc.gov) to inquire.
7. Once you have reviewed the document, click the "Get Started" button at the top of the browser page to start the signature process.
8. Click the "Sign Here" in the document where indicated to apply your signature. You will be prompted to adopt your signature and pick a style, if necessary, then click the "Adopt and Sign" button.
9. Click "Finish" and this will initiate the next step in the signature sequence.
10. Open the second email.
11. Click the "Review Document" box in the body of the email.
12. This will open a browser window to initiate the signature process.
13. Click drop down "Other Actions" menu in the top right of the browser window.
14. From the drop down options, select "Assign to Someone Else".
15. In the next window, enter the email and name of the witness and click "Assign to Someone Else".
16. You will get a message saying "You've changed the signer for this document". This will initiate an email to your witness.
17. The witness will follow the same steps 3 to 9 as above in order to add their witness signature. NOTE: Please make sure your actual witness signature is reflected on the document.
18. Once both parties have signed the document, the document will be automatically sent to DDSN for signature.
19. Once DDSN has completed the signatures, you will get a fully executed document via a DocuSign email.
20. Make sure you download and save a copy for your records or print a fully executed copy for your records.

If you have any questions, then please email [contracts@ddsn.sc.gov](mailto:contracts@ddsn.sc.gov) or call Debra Leopard at 803-898-9674. You can also review a video at this link [https://youtu.be/8uB4BF\\_Vuq4](https://youtu.be/8uB4BF_Vuq4) .